

REASONABLE ACCOMMODATION FUND FOR THE EMPLOYMENT OF DISABLED PEOPLE

Application form

This Application Form has two sections:

SECTION 1

Applicant & Employer Information should be completed with information that is common to all supports.

SECTION 2

There are 4 different pages, one for each support.

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NOTE

The **Wage Subsidy Scheme (WSS)** and the **Disability Awareness Training Support Scheme (DATSS)** will continue to operate as stand-alone applications, independent of the RA Fund.

Application forms and other details are available from the A-Z on the FAS website at www.fas.ie

REASONABLE ACCOMMODATION FUND FOR THE EMPLOYMENT OF DISABLED PEOPLE

Section 1 - Applicant and Employer information

Applicant details

Name of Applicant: _____

Address: _____

Date of birth: ____/____/____ PPS No: _____

Male _____ Female _____ Telephone _____

Details of Disability: _____

Duration in present employment: _____ years _____ months

Employer Details

Company name: _____

Address: _____

Company contact: _____

Telephone: _____

Notes:

- Completed Forms should be forwarded to your local FAS office. If you know the name of the Employment Service Officer dealing with your application please direct the application accordingly.
- This application form Section 1 must be accompanied by a Section 2 application
- Supplementary forms such as claim forms and, in the case of the Workplace Equipment /Adaptation application the VAT Reclaim Form, are available from Forms on the A-Z on the FAS website at <http://www.fas.ie/en/> or at <http://www.fas.ie/en/Forms/default.htm>

Company/Employer Stamp

REASONABLE ACCOMMODATION FUND FOR THE EMPLOYMENT OF DISABLED PEOPLE

Section 2 - Grant Application Workplace Equipment and Adaptation Grant Scheme

Application details

Application by:

Employer Employee Self employed

Purpose of the Adaptation:

The Grant is to be used to:

Adaptation of Premises Retain Employment

Adaptive Equipment New Employment

Upgrading of Equipment Self – Employment

Training in use of Equipment

Description of Equipment/Adaptation and Justification:

Amount requested excluding VAT: € _____

Signed: _____ Date: ____/____/____

Notes:

1. Application to be accompanied by: **2 quotations** for items over €635 **OR 3 quotations** for items over €1,270 **VAT must be itemised separately in each quotation.**
2. Plans should accompany workplace adaptation and a timescale for completing work should be indicated. Adaptations to premises should comply with building Regulations and recommendations set out in Technical Guidance Document M Access for Disabled People.

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REASONABLE ACCOMMODATION FUND FOR THE EMPLOYMENT OF DISABLED PEOPLE

Section 2 - Grant Application Job Interview Interpreter Grant Scheme

Application details

Name of Interpreter: _____

Address: _____

Communication needs: Sign Interpreter Lip speaker

Date of interview: ____/____/____

Verification of Job Interview:

Company name: _____

Address: _____

Signed: _____ Date: ____/____/____
Employer & position

Interpreter costs:

Total fee: € _____ Total Travel Costs: € _____

Details of travel To _____ From: _____ Mode of transport _____

FOR FAS USE ONLY

Approved
Employment Services Officer _____ Date ____/____/____

Approved for Payment by:
Employment Services Manager _____ Date ____/____/____

Authorised for Payment by:
Finance and Administration _____ Grade _____ Date ____/____/____

Note: Completed form should be forwarded to your local FÁS Employment Services Offices

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Foras Aiseanna Saothair
Training & Employment Authority

REASONABLE ACCOMMODATION FUND FOR THE EMPLOYMENT OF DISABLED PEOPLE

Section 2 - Grant Application Personal Reader Grant Scheme

Application Details

Name of Reader: _____

Address: _____

Telephone: _____

Signature: _____ Date _____

Please give details why a Personal Reader Grant is required:

Applicants Signature _____ Date ____/____/____

Note:

A completed **Personal Reader Grant CLAIM FORM** must accompany all applications for PersonalReader Grant support. This form can be accessed from Forms on the FAS website or at <http://www.fas.ie/en/Forms/default.htm>

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REASONABLE ACCOMMODATION FUND FOR THE EMPLOYMENT OF DISABLED PEOPLE

Section 2 - Grant Application Employee Retention Gant Scheme

This scheme is to assist in the retention of an employee who becomes disabled. Unlike the other supports which are administered by FAS Employment Services, the scheme is administered by FAS Services to Business.

It involves two processes (the development and implementation of a retention strategy for the employee).

There are two Application Forms for Stage I ERGS and Stage II ERGS respectively. These can be accessed under Forms on the FAS website at <http://www.fas.ie/en/>¹ On completion they should be returned to the nearest FAS Services to Business office.²

There is no requirement that the RA Fund Application Form to be completed in this case as all the information is captured on the Stage I and Stage II Application Forms.

¹ Direct link to FAS Forms is <http://www.fas.ie/en/Forms/default.htm>

² Addresses of FAS Services to Business offices are available on the FAS website at <http://www.fas.ie/en/> by accessing FAS STB Office at the end of the Employer section of the opening page. A direct link to this page is <http://www.fas.ie/en/Employer/One+Step+Up/Contact+FÁS/default.htm>